



## Melbourne Rowing Club Risk Management Policy

Document Version	Author	Reviewed	Approved	Date
Original Document	Felicity Nutter President	19/01/2020		
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### 1 Purpose

The purpose of this policy is to reduce the risk of injury and harm to people, the premises and equipment of Melbourne Rowing Club, while upholding the Purpose of the Association according to the "Rules and Statement of Purposes".

Melbourne Rowing Club is committed to a systematic and comprehensive approach to the effective management of potential opportunities and adverse effects through practical risk management, noting that intelligent risk-taking and recognizes that risks can have both positive and negative consequences.

Risk management helps us achieve our objectives, operate effectively and efficiently, protect our people and assets, make informed decisions, and comply with applicable laws and regulations.

This policy applies to all members of Melbourne Rowing Club who boat from the clubhouse on the Yarra River and all other visitors to the premises who use the facilities.

### 2 Business Planning

Risk Management will be fully integrated with Association processes to ensure it is considered in the normal course of business activities.

### 3 Application

Risks which directly and demonstrably impact club objectives will be identified and reviewed each year. The controls and actions for each risk will be assessed and reported with measurable timelines and objectives to mitigate adverse impacts on the Association.

### 4 Related Documents and Policies

Melbourne Rowing Club Code of Conduct

## Melbourne Rowing Club Child Safe Policy

### 5 Risk Management Effectiveness

The Association will assess effectiveness by undertaking structured continuous review.

The success of our risk management will be measured by its impact on our objectives, by audits, annual risk management review, the ongoing collection of risk data and actions taken.

This will ensure continual monitoring and review of risks and controls. Risk owners responsible for managing risks should be included in these processes.

High, Extreme, and/or Strategic risks are controlled through Committee action with documented treatment strategies assigned. Medium risks are assigned specific responsibility, while Low risks are managed through routine procedures.

Risks are appropriately documented, particularly decisions and risk treatments.

### 6 Responsibilities

All members are responsible for the safety of each other, equipment (including rowing, gym, towing and regatta equipment) as well as the premises.

#### 6.1 Member responsibilities

Risk management is an integral part of day-to-day activity. Members all play a part in managing risk, and at all levels are responsible for understanding and implementing risk management systems through all rowing activities.

#### 6.2 Committee responsibilities

Members of the Committee are responsible for applying agreed risk management policy, guidelines, and strategies in their area of responsibility and are expected to ensure risk management is fully integrated with and considered in the normal course of activities. Visible commitment requires active participation in the risk management process and effective resource allocation.

Members of the Committee are responsible for reporting the progress of risks and treatment plans to the Committee every month, reporting strategic or Extreme risks in a timely fashion, driving the implementation of the Risk Management Framework, and ensuring that members are equipped with the necessary skills, guidance and tools where required.

The President is responsible for development, coordination, and promulgation of the Risk Management Framework. This includes implementing management systems that are capable of identifying, monitoring, and reporting documented, new or emerging risks. The President is also responsible for the review of the Risk Management process, monitoring and reporting key strategic risks.

The President is responsible for managing risk across the organization.

## 7 Access to the policy

This Policy is available on the Association's website.